How To Get Started With Microsoft Teams
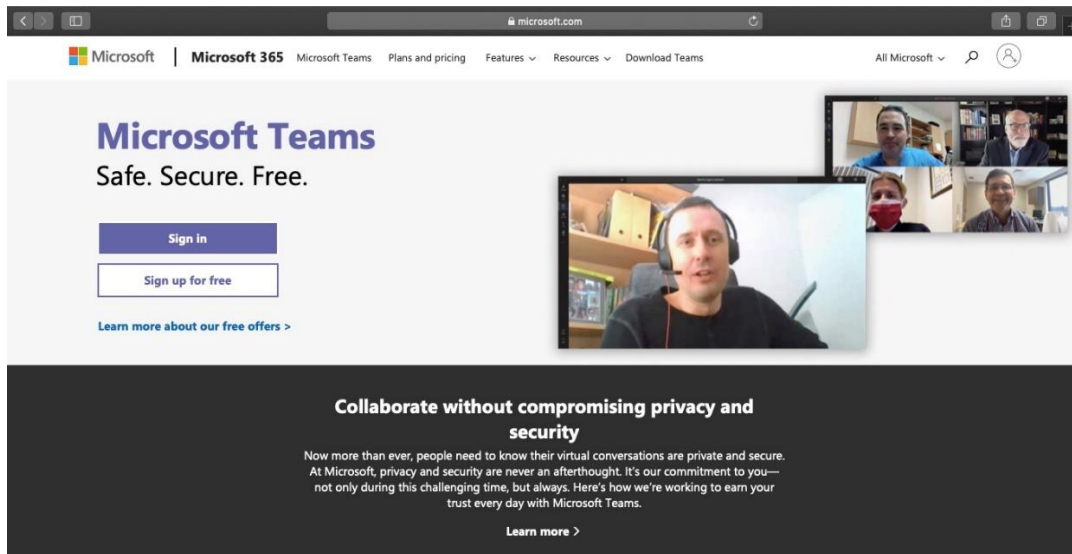
Here's a step-by-step guide to help you get started with Microsoft Teams:
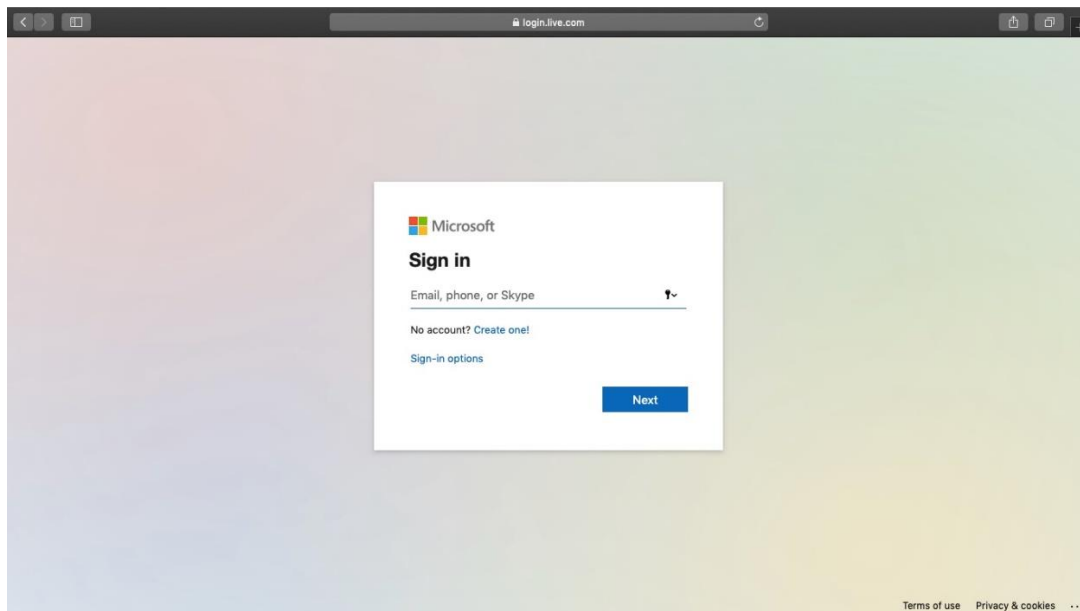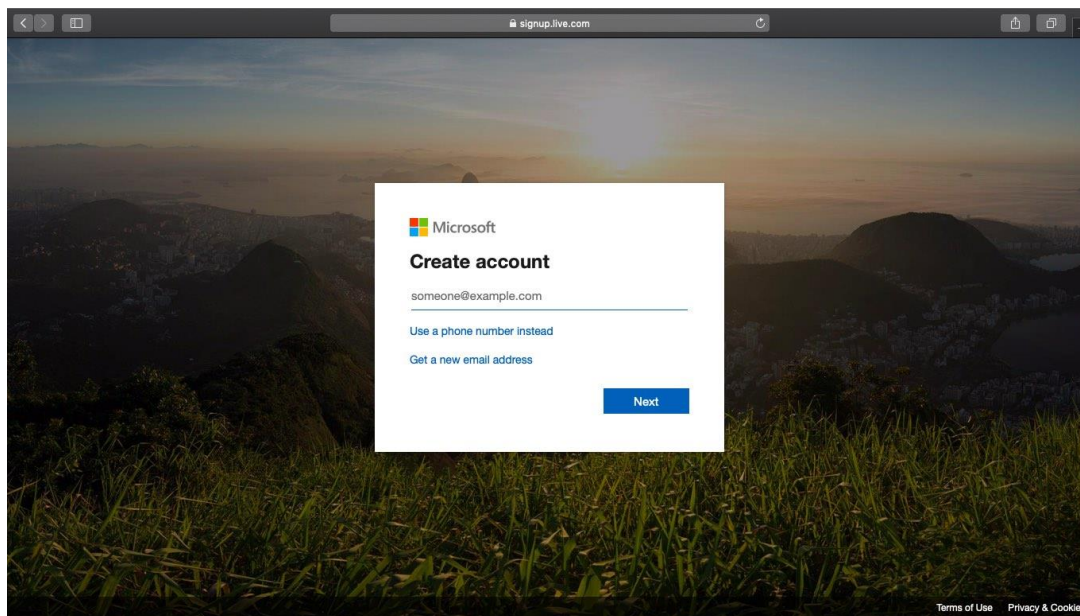
1. Create an Account

Step 1: Go to the Microsoft Teams webpage (www.microsoft.com) and click on the profile icon at the top-right corner of the screen.
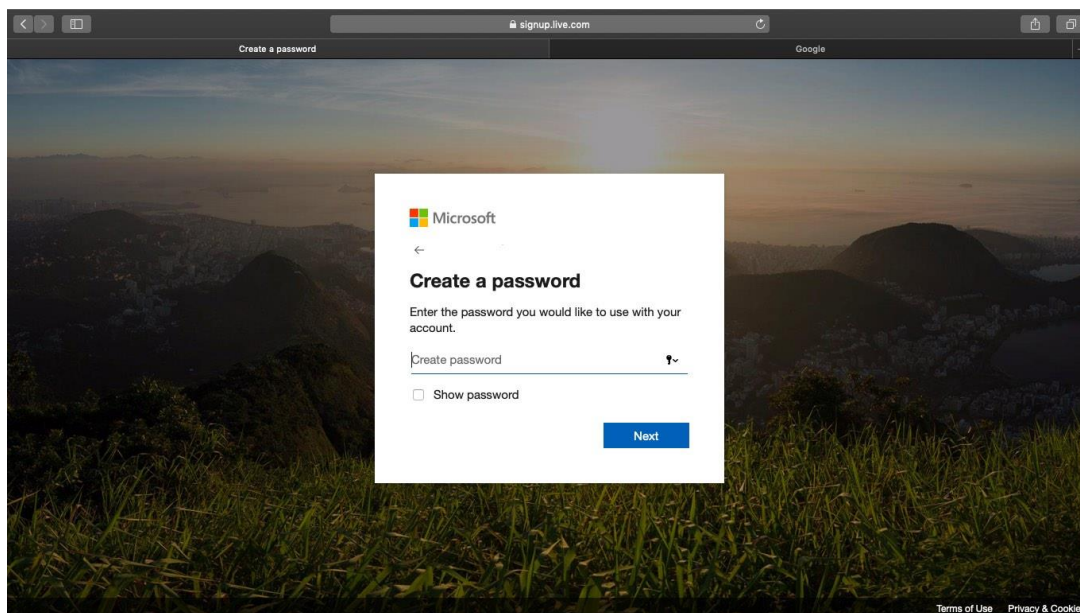

Step 2: In the "Sign in" page that appears, click on the "Create one!" link to set up a new account.

Step 3: On the "Create account" window, enter your email address and click on the "Next" button.

Step 4: Follow the on-screen instructions to create a password and enter your details on the pages that follow.

Once you've entered all your details and verified your email, visit the Microsoft Teams homepage to begin using the Teams web app.
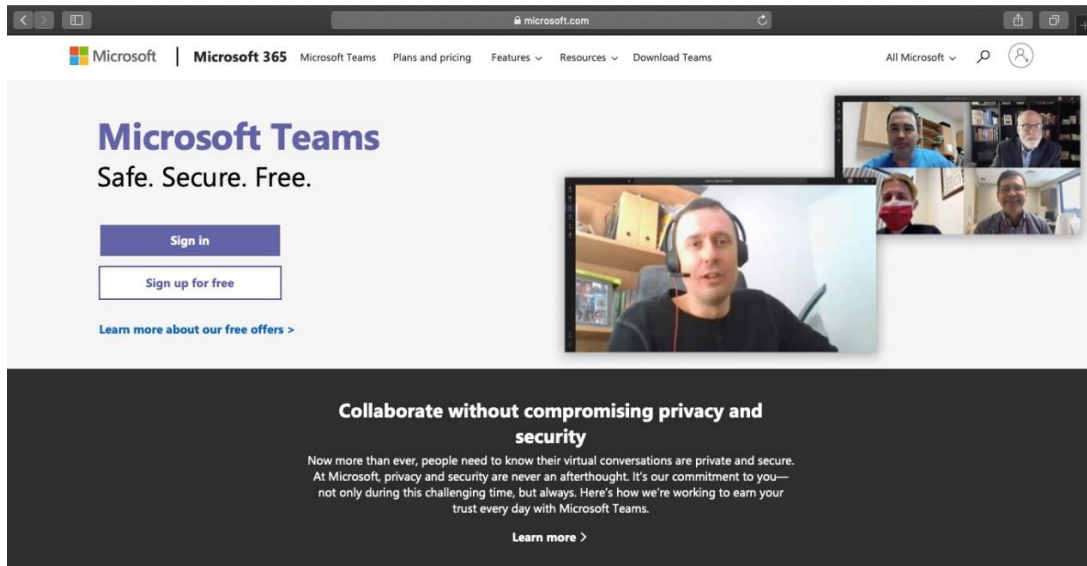
<mark>**B) For mobile**</mark>

To create a Microsoft account on your mobile, download the app and follow the same instructions mentioned above.

2. Download Microsoft Teams App

A) For desktop

Step 1: To download the Microsoft Teams desktop app, return to the Microsoft Teams web page and click on "Download Teams" at the top of your screen.

Step 2: Click on the "Download for desktop" button to page jump to the download link for either Mac OS or Windows, depending upon your system.

This link will show up as "Download Teams."

Click on this to proceed with your download.
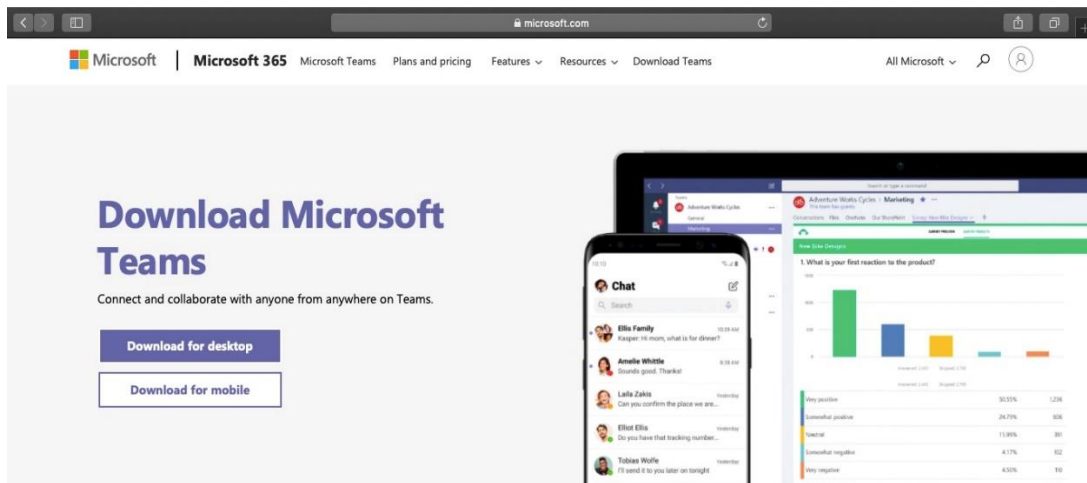
Step 3: Open the downloaded file and follow the instructions provided to install Microsoft Teams.

B) For mobile

Step 1: Download the Microsoft Teams app from the iOS App Store or Google Play Store for Android.

Step 2: Once installed, open the app and log in to your Microsoft account to start using Microsoft Teams.